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DEPARTMENT OF FINANCE & ADMINISTRATION
OFFICE OF PURCHASING, TRAVEL & FLEET MANAGEMENT

WEBSITE: [HTTP://WWW.DFA.MS.GOV](http://www.dfa.ms.gov)

TELEPHONE NUMBER: 601-359-3409

FAX NUMBER: 601-359-3910



PURCHASING NOTES



ISSUED BY THE OFFICE OF
PURCHASING, TRAVEL AND
FLEET MANAGEMENT

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FEATURED CONTRACT



Furniture

Type of contract: Negotiated state contracts that include the above listed commodities. (Negotiated Contract means prices can be negotiated for the best price from the vendors.) State agencies may purchase from any of the listed contract vendors. State agencies may also purchase identical items from vendors other than the contract vendor provided they follow the applicable procedures set forth in section 31-71-13 (a)(b), or (c); and the price shall not exceed the negotiated contract price.

These contracts include various types of furniture available for purchase.

Effective Contract Dates: July 1, 2022 – June 30, 2023.

Vendors on Contract: There are currently one hundred and six (106) vendors offering a variety of Furniture products on contract. To view a list of the current vendor options, please access the below link:

https://www.ms.gov/dfa/contract_bid_search/Contract?autoloadGrid=False

Contract Spend 2021-2022: \$15,743,826.19

Contract Analyst:

(A-G) Kizzie Shorter, 601-359-5222 Kizzie.Shorter@dfa.ms.gov

(H-M) LaShun Smith, 601-359-1310 LaShun.Smith@dfa.ms.gov

(H-M) Shakrita Fields, 601-359-9263 Shakrita.Fields@dfa.ms.gov



Travel TIPS

With Housekeeping staff shortages across the U.S, travelers are sometimes left to do their own inspections for hotel room cleanliness. Below are a few best practices when staying in a hotel on your next trip:

1. Pull back the sheets.

First, pull back the bed sheets so you can get a good look at the mattress seams and box springs—especially the corners. You're looking for ink-like stains or bed bug skins that have been shed.

2. Inspect the rest of the room.

Your next step is to thoroughly inspect the entire room. Check behind headboards, peek inside dressers, examine the sofa cushions and desk chairs. In other words, leave no stone unturned. If your search turns up some curious signs of bed bugs, notify the hotel management immediately and request a room change.

3. Pack your own travel size disinfectants and sanitizers.

Your version of “clean” may be very different from others so having your own reserve of disinfectants can eliminate any confusion. Bringing items such as sanitizing wipes and travel size disinfectant sprays can give you a peace mind when traveling and allow you to enjoy your night's rest that much better!

I hope you found these tips helpful.....Happy Travels Mississippi!

BEST PRACTICES FOR ESTABLISHING YOUR PROCUREMENT CARD PROGRAM

Training: Procurement Card Guidelines Manual

Conduct orientation/training session of authorized cardholders and provide cardholders with the procurement card program and state purchasing laws.

Procurement card guidelines is the first step in creating an effective program. Translating those guidelines into a form that your employees will embrace is the equally important second step. Setting the tone of trust and respect in your manual is a key contributor to the effectiveness of your procurement card program.



Program Coordinator

Establish internal policies that cards cannot be used for personal expenses. Identify cardholders whom are authorized to purchase on behalf of the agency/department. Submit completed applications/forms to Office of Purchasing Travel and Fleet Management

The P-Card Reconciliation

This process allows program coordinator or accountant to reconcile imported credit card expenses for users against the credit card provider's statements for each user.

LIABILITY

The State of Mississippi will not accept any liability or financial responsibility for state employees' charges that have not been authorized and exceed any specified limits and violate any of the MCC code restrictions pursuant to current card association rules and regulations.

REVIEWS

Procurement card reviews are conducted to ensure that cardholders are utilizing the program correctly.

Agencies will receive a notice from the program auditor notifying the program coordinator of which card will be reviewed and the time frame of which all receipts and statements should be submitted.

If any inconsistencies are found by the program auditor, the agency is required to:

- Submit any departmental memos to answer any questions.
- Submit a plan on how errors will be corrected in the future.
- Submit proof showing that cardholders have submitted money to the agency for any taxes, surcharges, or unapproved expenses.
- Complete additional program training.
- Send in follow-up transaction data.

NEW INSTRUCTIONS FOR MAGIC PURCHASE ORDERS!

Congratulations to Sonya Pendergast on her retirement effective August 1, 2022!

As a result of her retirement and name change of the business, we are publishing new instructions for MAGIC purchase orders. Please be certain to follow these steps to minimize delays and errors.

CONTRACT NUMBER: 8200063096

SMART NUMBER: 1130-22-C-SWCT-00294

EFFECTIVE DATES: July 1, 2022 – June 30, 2023

State of Mississippi contract administrator: Belinda Russell

Belinda.Russell@dfa.ms.gov

601-359-5041

Email for Purchase Orders has changed- New Email: stateofms@officedepot.com

Customer Service phone: 888-263-3423

For expedited order processing please follow the directions below. Use item numbers and price from the State of Mississippi Price site listed below on your MAGIC Purchase Orders.

SUPPLIER: -Vendor Supplier# - 3102100355 – ODP Business Solutions, LLC

Purchase Order Contact Information:

Provide correct contact information - email and phone number. The order confirmation will be sent to the email address listed on the PO.

Delivery Address:

Delivery Address for order must print under the Delivery Address heading.

Goods Recipient:

Key in name of the contact for the order as this name will print on the shipping label. If no name is posted under Goods Recipient, the contact person at top of PO will be listed on shipping label.

Notice to Vendor:

Please key in your ODP Business Solutions account number under Notice to Vendor. You can find your account number listed on your invoices and packing slips.

MAGIC PO lines:

Key in the ODP item number in the Product NO/Price Column under the price or key in the Description field. Do not put the item numbers in the Notice to Vendor section.

Delivery:

Supply orders over \$50 are delivered free. Orders under \$50 will be charged \$9.99 small order fee. Oversize items may have a delivery fee, these items are noted on the site with icon. If ordering under \$50 or an oversize item with delivery fee the fee must be listed on the Purchase Order.

State of Mississippi Price Site:

Web-site: <https://www.odpbusiness.com>

Log-in: State of MS

Password: Mississippi1 (Case Sensitive)

Customer Service: 888-263-3423

Customer Service can assist with order information, returns, shortages, damaged items, product questions and exchanges. Customer Service will need your account number and/or order number to assist. The account number can be found on invoice and packing list.

You can email assistance request to: stateofms@officedepot.com

Email Subject line – account number & type of request (return, damage, deliver status etc.)

Body of Email – You must include the order number, which is listed on the order confirmation and packing slip and all information pertinent to your request.

Procurement Card Purchasers:

P-card purchasers can order online, you must have a log-in on your account. To receive State Contract Pricing for store pick-ups, you must order online or through Customer Service for store pick-up. You will not receive State Contract price at store unless you order online or through Customer support 888-263-3423 for store pick up.

Online Ordering – email request to stateofms@officedepot.com

Provide: Account Number, Contact Name, Contact Email, Contact Phone, Delivery location – Billing option Credit Card/Account Billing or both.

*If ordering with P-Card you will still need to key in PO field, you can key in date, name etc.

FLEET NEWS

FYI ALLOWABLE SERVICES FOR FUELMAN CARD USAGE

Maintenance Plan/Disaster Plan: The contract includes certain maintenance to be performed as needed. The prices for maintenance shall be at or below the standard price which the location offers to the general public. These allowed services are listed below:

- | | |
|---|---|
| 1. Oil Change and lube | 10. Radiator Repair |
| 2. Vehicle Wash | 11. Air Conditioning Repair |
| 3. Tire Repair (flat) | 12. Alternator Replacement or Repair |
| 4. Belt Replacement | 13. Minor Body and Other Repair to Allow Vehicle to Return to Base |
| 5. Hose Replacement | 14. EMERGENCY ONLY: New Tires and Batteries. (These services could be used only in an emergency and properly approved by supervisor.) |
| 6. Wiper Blade Replacement | 15. Glass Repair |
| 7. Oils (motor & hydraulic) | |
| 8. Tire Mounting, Rotation, Balance | |
| 9. Light Bulb, Seal Beam, or Related Repair | |

This information can also be found in the Fleetcor Contract #820004558 on our website.



BFM WOULD LIKE TO CONGRATULATE THE NEW CERTIFIED MS FLEET MANAGERS:



Justin Stepp
Chad Parker
Carrie Sibley
Ashley Harrell
Adrian Dewayne West

Rickey Kinnard
Danny Perry
Lakeisha McDaniel
Jeremy Duvernay
Scott Maugh



CMPA Class

SEPTEMBER 20-22, 2022

APPLICATION DEADLINE:


SEPTEMBER 2, 2022

LOCATION:

In-Person class will be held in Room 145 of the Woolfolk State Office Building.

Please submit the Certified Mississippi Purchasing Agent Application Form to the Office of Purchasing, Travel and Fleet Management (OPTFM) for approval at PurchasingandTravel@dfa.ms.gov.

<https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-marketing-travel-and-card-programs/cmpa-training/>



2022

PPRB MEETINGS

PPRB Meeting Date

JANUARY 5, 2022
FEBRUARY 2, 2022
MARCH 2, 2022
APRIL 6, 2022
MAY 4, 2022
JUNE 1, 2022
JULY 6, 2022
AUGUST 3, 2022
SEPTEMBER 7, 2022
OCTOBER 5, 2022
NOVEMBER 2, 2022
DECEMBER 7, 2022
JANUARY 2023

Submission Deadlines

DECEMBER 1, 2021
JANUARY 5, 2022
FEBRUARY 2, 2022
MARCH 2, 2022
APRIL 6, 2022
MAY 4, 2022
JUNE 1, 2022
JULY 6, 2022
AUGUST 3, 2022
SEPTEMBER 7, 2022
OCTOBER 5, 2022
NOVEMBER 2, 2022
DECEMBER 7, 2022





The Office of Purchasing, Travel and Fleet Management

Ross Campbell, Director, OPTFM

Alicia Adams

Belinda Russell

Bureau of Purchasing and Contracting

Stephen Tucker, Director

Demetra Hayes

James Brabston

Christopher Statham

LaShun Smith

Easter Hamiur

Kizzie Shorter

Shakrita Fields

Bureau of Marketing, Travel and Card Programs

Yolanda Thurman, Director

Candice Hay

Deron Simpson

Bureau of Fleet Management

Ramona Jones, Director

Ashley Harrell



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